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S-100-10-1

MEMORANDUM FOR: Chief, Plans Staff**SUBJECT:** Investigation into Accidental Death or Serious Injury of Agency Employees**REFERENCE:** Memo from Director of Personnel to Chief, Plans Staff, same subject, dated 17 January 1957

1. Pursuant to referenced memorandum and your request, this office has prepared initial drafts of the substance of headquarters and field issuances on the above subject. Copies of these drafts are attached.
2. This office has not attempted to coordinate these drafts with the Office of Security or other offices concerned. It is believed that this coordination should be accomplished by your staff. These drafts will be of particular interest to the Safety Officer, CIA as they relate to his functions.
3. Consideration might also be given to establishing a sensitive indicator for the transmission of investigation reports from the field.

Chief, Benefits and Casualty Division

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Attachments 2**Distribution:**

O & I - Addressee
1 - ExO/P
1 - Employee Emergency File
 - CAB Chrono

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(Headquarters)

In instances of serious injury or death (other than death from natural causes) of staff employees, staff agents and United States citizen contract personnel which occur during working hours or where a work relationship exists, the operating official concerned will assure that a full investigation of the incident is conducted. Where the facilities of the Office of Security are available they will be utilized in the conduct of such investigation.

Where investigations have been or are being made by other responsible officials of the United States Government, or state or local governments, reports of such investigations will be acceptable if such officials have complete knowledge of all details material to the incident. However, where such reports are considered to be questionable, unreliable, or not inclusive of all material facts, a complete or supplemental investigation will be arranged by the operating official.

Where such investigations are not made by other organizations, the operating official concerned will direct that a full investigation be made by Agency personnel. The investigation may be conducted by one individual. If the severity of the case warrants such action, the operating official may appoint a board of his senior officers to conduct the investigation. Where feasible, such boards should consist of at least three members. Representatives from the Security, Medical and Personnel Staffs would be appropriate members of such boards. An advisor from the Office of

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General Counsel may also be utilized.

Agency-appointed Boards do not have any legal status and their findings, conclusions and recommendations will serve only to guide internal Agency proceedings. This should not, however, deter the Board from utilizing any source of information or data which may be obtained consistent with Security and operational considerations.

Boards appointed under this instruction will be primarily fact-finding in nature. Remedial or disciplinary action taken on the basis of the board's findings and recommendations will be accomplished only by the operating official or at the direction of higher authority.

Boards of inquiry appointed pursuant to this instruction will obtain facts pertaining to the circumstances surrounding the incident and all sources of information will be identified. Pertinent dates, times and places will be included.

On the basis of the facts obtained, the board will state the conclusions reached and any pertinent recommendations concerning causative factors, negligence involved and preventive action to be taken to avoid the repetition of such occurrences. A report containing the above information will be submitted to the operating official within the time he specifies. The operating official will then transmit a copy of this report together with any additional comments or recommendations which he may make to the Director of Personnel through regular administrative channels.

The Director of Personnel shall then be responsible for receiving such reports and in conjunction with the Safety Officer, CIA, and other interested

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offices, making such recommendations as deemed advisable to the appropriate officials.

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(Field)

In instances of serious injury or death (other than death from natural causes) of staff employees, staff agents and U. S. citizen contract personnel, the Chief of Base or Station (COB/S) concerned will assure that a full investigation of the incident is conducted.

Where investigations have been or are being made by other responsible officials of the U. S. Government, reports of such investigations will be acceptable if such officials have complete knowledge of all details material to the incident. Likewise, reports of investigations made by other bodies such as acceptable organs of the governments of other countries and their municipalities may be sufficient. However, where such reports are considered to be questionable, unreliable, or not inclusive of all material facts, a complete or supplemental investigation will be arranged by the COB/S.

Where such investigations are not made by other organizations, the COB/S concerned will direct that a full investigation be made by Agency personnel. The investigation may be conducted by one individual. If the severity of the case warrants such action, the COB/S may appoint a board of his senior officers to conduct the investigation. Where feasible, such boards should consist of at least three members. Representatives from the Security, Medical and Personnel Staffs would be appropriate members of such boards. An OGC advisor may also be utilized.

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findings, conclusions and recommendations will serve only to guide internal Agency proceedings. This should not, however, deter the Board from utilizing any source of information or data which may be obtained consistent with Security and operational considerations.

Boards appointed under this instruction will be primarily fact-finding in nature. Remedial or disciplinary action taken on the basis of the board's findings and recommendations will be accomplished only by the COB/S or at the direction of HQ.

Boards of inquiry appointed pursuant to this instruction will obtain facts pertaining to the circumstances surrounding the incident and all sources of information will be identified. Pertinent dates, times and places will be included.

On the basis of the facts obtained, the Board will state the conclusion reached and any pertinent recommendations concerning causative factors, negligence involved and preventive action to be taken to avoid the repetition of such occurrences. A report containing the above information will be submitted to the COB/S within the time he specifies. The COB/S will then transmit a copy of this report together with any additional comments or recommendations which he may make to the Director of Personnel through regular administrative channels.

The Director of Personnel shall then be responsible for receiving such reports and, in conjunction with the Safety Officer, CIA and other interested offices, making such recommendations as deemed advisable to the appropriate officials.

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